

June 2006

Employee Newsletter



Arkansas Department of Correction

Advocate

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**Honoring
years of
service**

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Ready to move up?

ADC to see changes at the top in next decade

Within the next five to 10 years, an increasing number of people in leadership positions will be retiring from the Arkansas Department of Correction.

Staff members who have put in 25-plus years will be leaving the workforce. That means new opportunities will open up and those hoping to apply for or fill those vacancies need to be prepared.

Management level training is required for supervisors who supervise at least one employee or more. There are four management levels. For details on the required classes for each management level, see page 15.

Here are some of the basic requirements for some of ADC's top level positions.

Assistant Wardens must have the formal education equivalent of a bachelor's degree; plus four years experience in correctional security, law enforcement or a related field, including one year in a supervisory capacity OR the formal education



equivalent of a bachelor's degree; plus eight years experience in correctional security, law enforcement, or a related field, including one year in a supervisory capacity.

All in-house applicants must have completed Management Level IV training.

Warden candidates need to have similar backgrounds and experience: the formal education equivalent of a bachelor's degree in criminal justice, sociology, or a related field; plus six years' experience in correctional institutions administration or a related field, including two years in a supervisory or leadership capacity. Other job related education and/or experience may be substituted for all or part of these basic requirements.

ADC also has a number of administrator jobs in

various areas ranging from classification to industry. And anyone interested in filling non-classified positions such as Deputy Director or Assistant Director in the future needs to really hone their leadership skills.

Employees who aspire to lead need to do all they can to be ready but current supervisors must also work to prepare tomorrow's leaders. The department's future success is rooted in ensuring that staff obtain core competency skills and leadership abilities. It's important that the right people are in the right place at the right time to accomplish the agency's mission.

If you're interested in a leadership position in ADC, start setting realistic, obtainable goals. Find a mentor. Get the training, education and experience you need so that you'll be able to seek leadership positions with confidence.

Director's Corner



Larry Norris
ADC Director

I am not a big trivia buff, but every now and then I stumble across an interesting tidbit that sticks in my head. You know, weird bits of information from magazine articles or television documentaries. Things like a giant squid's eye can be as big as a basketball. Some frogs can pull their eyes into their throat to help push down food. Elephants can purr like

cats. Peregrine falcons can fly faster than 200 miles an hour. The first television couple to be shown in bed together were Fred and Wilma Flintstone. Honey is the only food that doesn't spoil.

Of course with all this information and a dime, you'll have ten cents. But here's a trivia question that might really be worth something: What takes more American lives each year than hurricanes, lightning, tornadoes, floods and earthquakes combined? According to the Centers for Disease Control, the answer is heat. We just get too hot.

And Arkansas is one of the national leaders in heat related deaths. The top ten states are Oklahoma, Louisiana, South Carolina, Pennsylvania, Missouri, Illinois, Wisconsin, Missis-

sippi, Texas and Arkansas. In case you're wondering, Illinois has the highest number of heat related deaths in recent years.

Around here, we are used to blistering summers with hundred degree temperatures and humidity to match. Be that as it may, we are not immune to the sweltering weather. We can still get too hot. All of us have done it. So we really need to be careful.

At work, please pay attention to yourself, your co-workers and the inmates. Even with tropical hours, the heat can sneak up on the healthiest of people. Make absolutely sure that everyone is taking appropriate water breaks.

At home, try not to mow the yard, repair the deck or patch the roof during the hottest part of the

day. Remember to drink lots of water and keep yourself hydrated with water. Beer and sodas certainly taste good on a hot summer day, but they are not replacements for water. And if you feel yourself getting sick, go inside. Don't wait and see if it passes. Go inside and cool off.

If we all take a little extra care, we'll get through this heat wave just fine. It might feel like it, but it won't last forever. In fact, football starts in just a few weeks. So those cool autumn days can't be very far away. By the way, in the first ever college football game played back in 1869, each team had 25 players. Rutgers beat Princeton 6-4.

Department takes pride in its staff, inmate programs & institutions

Go behind the gates of any ADC unit and you'll find not only top-notch staff but safe, secure and well-maintained facilities. During Gov. Mike Huckabee's recent visit to the Tucker Unit for the dedication of the InnerChange Freedom Initiative program, some of the guests remarked on the unit's beautiful flowers and shrubs.

Some visitors to the Tucker Unit were surprised to learn that the landscaping was done and maintained

with inmate labor under the direction of ADC staff.

Guests also had an opportunity to talk with ADC staff and with IFI participants, tour the facility and learn about its programs. Read more about the IFI program on page 3.

An average of about 16 tours are conducted each month at various ADC units. Guests range from students in schools and colleges to staff who work in law enforcement and the judicial system.



Above: A footbridge over a goldfish pond surrounded by flowers was among the landscaping features noticed by recent visitors to the Tucker Unit.

IFI provides opportunities for inmates to change their lives

June 1 marked the dedication of the new InnerChange Freedom Initiative at the Tucker Unit. IFI is a voluntary program aimed at morally transforming inmates and helping them develop the life skills needed for their successful re-entry to society.

Gov. Mike Huckabee came out to help dedicate the initiative which is sponsored by churches, individuals and foundations.

"InnerChange helps people find real freedom—not freedom that is external but freedom that is internal," Huckabee said.

The program is open to inmates who are 18 to 24 months away from being paroled. Participants are providing educational programs, training in parenting and anger management and substance abuse counseling.

ADC Director Larry Norris, Prison Fellowship President Mark Earley, IFI Arkansas Director Scott McLean, IFI inmates, Board of Corrections members and many others attended the dedication ceremony. Later guests toured the IFI barracks.

IFI was developed by Prison Fellowship, a Virginia-based nonprofit organization. The program began in Texas nine years ago and has expanded to Iowa, Kansas and Minnesota and Arkansas. During the June 1 event, a Missouri couple talked about the positive impact that IFI had on their son during and after his prison incarceration in Iowa. They said the program "changes lives forever."



Gov. Mike Huckabee spoke during the June 1 dedication of the InnerChange Freedom Initiative at the Tucker Unit.

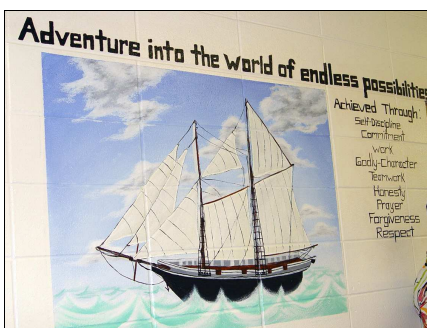


Above: Staff and guests tour the IFI barracks.



Left: Inmates J. Flowers and R. Fulton talk to a member of the news media about their participation in the IFI Program.

Below: ADC Honor Guard members line up as they prepare to retrieve the flags during the IFI dedication ceremony.



Left: A mural in the IFI facility promotes "endless possibilities" through respect, self-discipline, work, honesty, Godly character, teamwork, prayer, forgiveness and commitment.



Maximum Security Unit wins first place in ERT contest



Above: The Maximum Security Unit ERT accepted the First Place trophy for the 2006 competition from Director Larry Norris, with Emergency Preparedness Coordinator John Kleiner, Assistant Director Ronnie Dobbs and Chief Deputy Director Ray Hobbs.

On June 12, ERT teams from across ADC started competing to see who would be named in the top three. On June 15, the finalists — Ouachita River, North Center Unit and Maximum Security Unit battled it out.

When the smoke cleared, the Maximum Security Unit ERT or “Max Pack” (see photo below) came out in first place. ERT Team Leader Daren Bolen called it “a hard fought win over the best that ADC has to offer.”

“NCU has won three years in a row and wanted a fourth. ORCU was led by an extraordinary leader who will never give up and will provide even more fierce competition next year,” he said. Bolen thanked all the participating teams and supporters.



Left: The NCU team won second place in this year's ERT contest.



Left: The Maximum Security Unit's “Max Pack” unites in a huddle during the contest.



Above: The ORCU ERT, shown with Warden Dale Reed, far left, placed third in the competition.

Emergency response competition brings out the best

Participants in the 2006 ERT Competition pushed themselves to do their best. Traditionally held at the Cummins Unit, the contest was held at the Ouachita River Unit this year. Participants reaped the benefits of teamwork while performing a variety of tasks including climbing a ladder in midair, going over a wall and shooting handguns and rifles. The Maximum Security Unit, topped the Ouachita River Unit and the North Central Unit in the finals.

Organizers say they may spread the competition around to other units so that all can have a look at each other's place from time to time.

Thanks to all the teams that participated. Your tenacity and hard work are appreciated!



Above: Cpl. Josh Crosby of Maximum Security's ERT takes aim at a target as team members and Emergency Preparedness Coordinator John Kleiner, far right, look on.



Above: North Central Unit ERT members climb a ladder in mid-air as teammates hold it steady.



Members of Ouachita River's ERT work together to scale a wall during the competition.

Smoke is used in one of the emergency scenarios in which the ORCU team showed their response skills.



Chaplains cook, host & sing during Warden's Prayer Breakfast

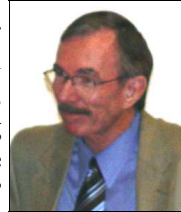
Proving that they are multi-talented, ADC chaplains not only hosted this year's Warden's Prayer Breakfast, several also prepared the meal and sang during the event.

The breakfast was held June 22 at Summit Baptist Church in Pine Bluff.

The speaker for the event, Super-

intendent of the Arkansas Correctional School, Dubs Byers, delivered an inspiring message titled "The Ultimate Authority" to wardens from units throughout ADC.

Referring to the book, "Good to



Byers

Great" by Jim Collins, Byers told wardens about the qualities of Level 5 leaders. (Level 5 leaders are the most effective.) The qualities are "extreme competence in their job and humility."

The Chaplaincy Division holds the breakfast each year to express appreciation to all of the wardens.

According to Chaplain Eddie Sensat, Administrator of Chaplaincy Services, "We do not tell our wardens enough how much they are appreciated and what a privilege it is to work with people who back the Chaplaincy Programs we introduce to our prisons."

A big thanks to all our wardens and our chaplains!



Left: Chaplains Mark Wheeler of the Cummins Unit and Chaplain Brad Johnson of the Varner Unit show off their culinary skills as they work with chaplains from other units to prepare breakfast.

Right: Red Shirt Quartet members Chaplains Chuck Gladden, Delta; Pat McCown, Maximum Security; Kenneth Dewitt, McPherson and Kem Reeder, Ouachita River are accompanied by Joann West.



Above left to right: MCWRC Supervisor Joe Porchia, EARU Warden Greg Harmon, NAWC Supervisor James Brooks and Newport Complex Warden John Maples converse before breakfast.

Department Briefs

Basic Correctional Officers' Training Class 2006-I began on April 24, 2006, with 61 cadets and 49 graduated on June 2, 2006.

BCOT Class 2006-J began on May 8, 2006, with 41 cadets and 31 graduated on June 16, 2006.

BCOT Class 2006-K began on May 22, 2006, with 54 cadets and 40 graduated on June 16, 2006.

Congratulations to all of these new

officers. Welcome to the ADC family!

The Newport Complex will host a four-person golf scramble Aug. 4 at Eagle Mountain Golf Course in Batesville.

The fee is \$50 per person. Cart and practice balls available (8 a.m. to noon) and lunch will be provided at noon. Play is set to get underway

at 1:30 p.m. The event will benefit Arkansas Children's Hospital.

The character trait for the month of July is **meekness**.

Meekness vs. anger means yielding my personal rights and expectations with a desire to serve.

Practice good character traits every day.

Employee Spotlight: Judy Taylor

Recipe Roundup

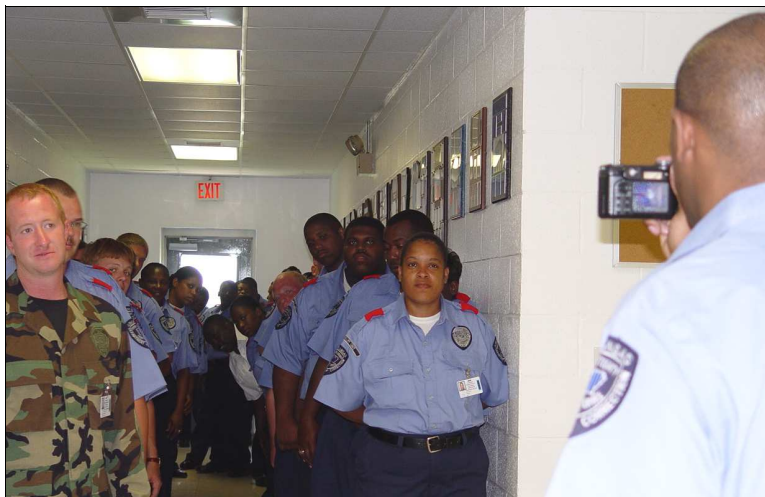
4. Add sauce, bring to a boil and cook 1 minute, covered. Serve vegetables while hot. Makes 4-6 servings

'Standing tall, looking good, BCOT Class 2006-I graduates

During their June 2 graduation, the 49 cadets in BCOT Class 2000-I marched in singing the cadence, "Standing Tall & Looking Good, We ought to be in Hollywood." While they may not be movie stars, these cadets-turned officers are stars in the eyes of family, friends and ADC staff who are proud of their accomplishments.

The ceremony is one of many held at the ADC Training Academy throughout the year. After weeks of training which prepares them mentally and physically for the job ahead, graduation marks the passage of the cadets to professional correctional officers.

We wish all of them well in their careers with ADC.



Above: Cpl. Sean Phillips, far right, focuses his camera on the class before the graduation ceremony begins. His wife, Vallee, near the rear of the line, was among the graduating cadets.



Above: I.D. Brown, foreground, assigned to NCU, takes the officer's pledge along with fellow cadets and Class Speaker Robin Evans, at left. Evans, who is assigned to the Varner Unit, told the class "Upon our arrival at the Training Academy, we began as individuals, but we are leaving as a team. We were taught by our instructors to be true to ourselves and to watch one another's back."



Above: Betty Blunt, assigned to the East Arkansas Regional Unit, is congratulated by Lt. James Newby and Training Academy staff members Capt. Michelle Turner and Lt. Todd Brown.



Above: Curtis Williams, front, smiles as Leroy Wilburn removes the red boards from the epilates on his uniform symbolizing his transition from senior cadet to correctional officer. Williams is assigned to the Hawkins Women's at Wrightsville Unit.



Left: Michael Parker gets a congratulatory hug from his proud mother after the graduation ceremony. Parker is assigned to the Delta Unit.

With eye on retention, ADC to pay professional license renewal fees

ADC will pay the fees associated with the renewal of professional level licenses. The Management Team has approved the move as a means of retaining professional staff.

These are licenses an employee must possess in order to meet the minimum qualifications set out in the official classification specification as published by the Office of Personnel Management. Those classifications within the department are:

These are the only license renewals that have been approved by the department to pay. As these are a requirement of the classification and part of the minimum qualifications of the positions, the incumbent must already possess the license in order to be hired in these titles. Initial costs for licenses will be the sole responsibility of employees, only renewal fees will be considered for payment by the department. No associational dues may

be paid.

Employees in these classifications will be responsible for ensuring they meet the required credentials for license renewal. The employee should submit a request to their supervisor along with the required paperwork for license renewal. The renewal request should be submitted to HR Administrator Kevin Murphy, or his designee at HR where it will be reviewed

TITLE	GRADE
Nurse II	20
Psych Examiner II	21
Psychologist	25
Psych Supervisor	26
Psychiatric Specialist	66
Social Worker I	19
Social Worker II	20

TITLE	GRADE
Attorney Specialist	25
Attorney Supervisor	26
General Counsel	99
Agency Controller	25
Const. Electrical Supervisor	20
Const. Plumber Supervisor	20
Const. Refrigeration Supervisor	20

The sweet taste of retirement....

Gaye Smith, an administrative assistant at Admin. East-Purchasing, said farewell during a drop-in reception celebrating her retirement from ADC. Smith had been with the agency for more than 11 years.

Shortly after her co-workers wished her well, Smith didn't let any grass grow under her feet as she joined her husband on a traveling excursion in their motor home.

Below: Burl Scifres presents a plaque to Gaye Smith commemorating her years of service with the department.



Left: Smith gets a taste of frosting from her retirement cake during a get together with staff she's worked with over the years. She also received a money tree created from staff contributions and other gifts.



Almost ready to retire?

If you're getting close to retirement, there are a number of steps to take before you leave work. For example, 12 months before retirement, make an effort to eliminate any debt, and pay off obligations for large purchases. Contact your medical insurance provider to verify your post-retirement eligibility and rates.

See a retirement counselor for an estimate of your potential monthly retirement annuity. Study the benefit option plans available from Arkansas Public Employees Retirement System.

Six to 9 months before retirement, request an Application for Retirement Annuity form from APERS. Call 501-682-7830 or 1-800-682-7377 outside Pulaski County, or write to APERS.

Do a post-retirement budget to determine if your standard of living can be maintained. For details on steps to take one to three months to retirement and after retirement, visit:

http://www.apers.org/retirement_p1.html

Health Matters

Kelley urges, 'reduce stress, take time for yourself & connect'

Wendy Kelley, director of ADC's Health and Correctional Services Programs, gave some tips for living a better life to those at the June 14 Service Awards at the Diagnostic Unit.

Referencing the book "Life is Short — Wear Your Party Pants, Ten Simple Truths That Lead to an Amazing Life" by Loretta LaRoache, Kelley talked about ways to reduce stress.

Some signs that you may be suffering from stress include mood swings, inability to concentrate, irritability, inability to sleep and obsessive behavior, she said.

"Stress is something that tells you, you need to take care of yourself," she said.

Kelley talked about three levels of stress reduction. The first is investing in something that makes you feel better such as scented soaps, listening to the sound of running water or



Wendy Kelley, Director of Health and Correctional Programs

some great music. The second level is about supporting the body and the mind. Try exercise programs such as yoga or Pilates.

"It's anything you can do to strengthen your body—anything that makes you feel stronger," Kelly said.

The third level or the foundation for reducing stress in life means asking yourself:

Are you having fun? Do you know what's important to you? Are you connected to people?

Look for deeper connections with people, live with integrity and find balance in

your life.

Consider keeping a journal. Take a few minutes to focus on the good things. For example, think of people who have really made a positive difference in your life. List three or four things that

you do well. Write down at least five things that you like about yourself. Think of someone you might forgive and how doing so might change your life.

JRMC Wellness Center available to all; discount to Blue Cross insured

The JRMC Wellness Center, at 1301 W. 40th St. in Pine Bluff, is available to the public.

The center has a range of programs to meet the wellness and fitness needs of you and your family. Center members have access to exercise equipment, weight training, aerobics and yoga classes, studio cycling and more. Personal trainers are available for beginners and body builders.

An outdoor track is available to walkers and

runners year round. There is a joining fee and monthly fees for use of the center.

The \$50 joining fee will be waived by anyone covered by Blue Cross Blue Shield Health Insurance. Just present your card during the application process.

Monthly fees are:

Individual—\$40

Couple—\$55

Family—\$60

For details, call the JRMC Wellness Center at 870-541-7890.



Walk your way to good health with Arkansas' Trails for Life program

A great way to get active is to start walking. Arkansas has lots of walking trails around the state with beautiful scenery. What better way to enjoy the Arkansas out-

doors than a nice walk to get physically fit.

To find a trail near you and get walking, visit: <http://www.arkansas.gov/ha/trails/index.php>.

The site offers an easy to

use tool to help you find a trail that fits your needs.

You can choose the type of trail such as "community walking" or "State Park", the region of the state, the county and the difficulty

level of the trail such as "moderate" or "easy."

You can also do a different search for resources regarding physical activities, nutrition and tobacco.

ADC staff members triumph during AR Police Olympics

Whether participating as individuals or as part of a team, ADC staff members triumphed in a variety of events during this year's Arkansas Police Olympics.

Here are some of the results.

In Volleyball, Mark Stephens of the Tucker Unit along with his team members on the Olympics Board of Directors won first place.

In the Horse Shoe Doubles, Bruce McConnell, ADC VSM and Robert McConnell of the Cummins Unit won first place while Mark Stephens and Chris Coody of ADC Central Office placed second.

In the Darts singles contest, Mark Stephens won second place and Robert McDonnell placed third.

During Monday night bowling, a team from the Varner Unit placed second while a team from the Boot Camp placed third. Varner team members are A. Moore, G. Moore, A.C. Simpson and M. Norris.

The Boot Camp team

members are G. Hicks; T. Sender; R. Weaver and D. Rafter.



Representing ADC, Ricky Jeffrey and Michael Holt won second place in the Bass Tournament with a total weight of 12.26 pounds.

The other ADC team comprised of Cameron Wood and Kerwin Bishop won third place with a total weight of 11.37 pounds.

On the shooting range, the bronze medal went to the ADC Maximum Security team: Tactical Rifle, C. Johnson; Tactical Carbine, J. Newby; Tactical Shotgun; R. Frazier; Tactical Handgun, M. Wright. The Silver medal went to Team members from ORCU: rifle, C. Couch; carbine, H. Dickson; shotgun, R. Paul Jr. and handgun C. Root.

Newport teams members brought home the gold medal in the Tactical Team even: rifle, W. Jackson; carbine, S. Mason; shotgun, M. Smith and handgun T. Loggains.

In the PPC Semi-Automatic shooting event, J. Warner of the Benton Unit earned a silver medal.

In the PPC 4" Revolver event, James Newby of the Training Academy (representing Maximum Security) Unit earned a silver; J. Warner won a gold. In the Practical Semi-Automatic event, C. Couch of ORCU won the bronze and C. Root of ORCU took the silver. In the Practical Revolver shoot, J. Warner won a bronze; J. Brewer of the Grimes unit earned a silver and K. Ramsay of the Benton unit took home a gold.

In the Basketball contest, a team from the Pine Bluff Unit won a bronze medal while a team from the Cummins Unit won a silver.



Teams in the Jimmie White Memorial Golf Tournament won first place in three out of four flights:

Morning—1st flight

1st Place

Jeffrey, Burnside, Burnside and Wood.

Morning—2nd flight

Second Place

Strahan, Scifres, Deppa and Byus.

Afternoon—2nd flight

First Place

Brewer, Tyler, Sharp & Cruseturner

Congratulations to all of these competitors.

For complete results, visit www.arkansaspoliceolympics.org.

More competition ahead: get ready for Police Olympics' Fall Games

A bass tournament and a golf tournament have been set for the upcoming Arkansas Police Olympics.

The bass tournament will be held Sept. 26 at Lake Dardanelle State Park. Anglers will meet at 5:30 a.m. for basic rules and start. The fishing tournament will begin at the first safe light and end at 2:30 p.m.

The entry fee is \$45 per person — two people to a boat and one must be in law enforcement. There is also an entry fee for Big Bass — \$10 per person or \$20 per boat.

Contact directors Mike Blain: mblain@psco.org or Chris Coody: chris.coody@arkansas.gov.

The golf tournament is

set for 8 a.m. Oct. 6 at Pine Valley Golf Course. It's a four-man scramble — \$35 a person or \$140 per team. Lunch will be provided and door prizes will be available.

Only a morning flight has been scheduled but if enough register, organizers say an afternoon flight

will be added.

Anyone who wants to participate in the upcoming Arkansas Police Olympics Fall Games can register online and pay at each tournament. Visit www.arkansaspoliceolympics.org.

Diagnostic Unit staff honored with Employee Service Awards

Staff at the Diagnostic Unit turned out full force for the Annual Employee Service Awards program that was held June 14 in the unit's visitation center.

Warden Rick Toney presented the awards along with members of the Management Team. The event featured a catfish lunch buffet and a speech by Wendy Kelley, director of Health and Correctional Services Programs. (See page 10 for details of Kelley's speech.)

Staff members who have worked for the department for 3, 5, 10, 15, 20, 25 and 30 years were honored.

Congratulations and a special thanks to all of these staff members!



Above: Chief of Hospital Security S. Tillman shows off his 30-year plaque.

Below: Cpl. Stephen Poe holds the ADC flag he received along with his 3-year service award.



Below: Sgt. Robert Grayson collects his award for five years of service.



Above: Emma Prater waves to co-workers before collecting her award for 10 years of service.



Governor's Service Awards

May 2006

Retirement:

Agin Muhammad Sr. — East Arkansas
Michael Webb — Texarkana
Ronald Adams — Northwest
William Quarles — Central Office
Gary Poland — North Central
Willie Powell — East Arkansas

20 Years

James Knight — JCJ/CF
Dwight Pugh — Construction

10 Years:

Wilma Pickens — Varner
Arnette Dean — Diagnostic
Dennis Goins — Cummins
Barbara Holloway — East Arkansas
David James — Cummins
Dwana Johnson — Diagnostic
Patricia Livingston — Cummins

Congratulations!

Your years of service are appreciated.



Above: Lt. Charlie Blake and other ADC staff enjoyed catfish with all the trimmings during the Diagnostic Unit's Employee Service Awards.



Above: Cpl. Keith Leopard smiles as he accepts his honor for three years of service to ADC.

The honorees are:

3 Years: Altony Banks, Robert Barnes, Gregory Bell, Nakita Borders, Kelvin Brown, Jeffrey Davis, Jania Evans, Jonie Freeman, Jr., Barbara Graydon, Glenda Hadley, Feclesia Harding, Alice Heard, Guy Jones, Keith Leopard, Phaedra Martin, Kelli Moss, Adam Oliver, Stephen Poe, Anzeco Reeves, Phyllis Straughn. **5 Years:** Brian Blake, Sean Campbell, Sharita Goodloe, Robert Gragson, Stephanie Harris, Bernard Kuperman, Sheron Luster, Mary Miller, Steven O'Neal, Clifton Overs II, Kay Shope. **10 Years:** Carolyn Bolden Arnette Dean, Dwana Johnson, Emma Prater, Donis Strong. **15 Years:** Tyrone Brock, Jack Coop, Barbara Frazier, Glenn Harden, Charlie Johnson, Hosea Washington, Joyce Yelverton. **20 Years:** Kethel Holeman, Joseph O'Neal Jr. **25 Years:** James Clemons, Lynn Gragg, Jerry Gross, Danny Heflin, Kenneth Jenkins, Louis Skinner. **30 Years:** G. B. Davis, Sylvester Tillman.

ADC Promotions and New Hires — May

Promotions

5/01/06	Roscoe Sanders	Food Production Manager I – Boot Camp
5/01/06	Ronnie Wheeler	Lieutenant – Ouachita
5/07/06	Samuel Baker	Lieutenant – Varner
5/07/06	Avery Burnett	Sergeant – Tucker
5/07/06	Mary Cobbs	Captain – Tucker
5/07/06	Jimmy Coleman	Sergeant – Cummins
5/07/06	Reginald Coleman	Sergeant – JCJ/CF
5/08/06	Raja Humphrey	Personnel Officer – EARU
5/08/06	Judith Miihlbach	Personnel Officer – EARU
5/18/06	Clinton Whitworth	Sergeant – Transportation
5/17/06	D'Carlos Johnson	Sergeant – Maximum Security
5/21/06	Richard Clark	Sergeant – Maximum Security
5/21/06	Timothy Denny	Sergeant – Boot Camp
5/21/06	Sylvester White	Sergeant – Boot Camp
5/21/06	Sherry Smiley	Sergeant – Boot Camp
5/21/06	Jacqueline Owens	Sergeant – Varner
5/21/06	Chris Sherrill	Sergeant – Varner
5/21/06	Diedre Swopes	Sergeant – Varner
5/22/06	Matthew Adams	Sergeant – North Central
5/22/06	Delania Burchfield	Sergeant – Varner
5/22/06	Michael Rogers	Sergeant – Grimes
5/30/06	Jacqueline Love-Croft	Sergeant – Cummins
5/30/06	Felecia Vincent-Smith	Sergeant – Cummins

New Hires

5/01/06	Denise Polite	Document Examiner I – Varner
5/01/06	Psychologist Supervisor	SOSRA
5/08/06	Mary Nash	Unit Trainer – Maximum Security
5/15/06	Sheila Randall	Correctional Counselor – Diagnostic
5/15/06	Tammy Griffin	Industrial Supv. II – Industry
5/15/06	Barry Jones	Correctional Counselor – Ouachita
5/15/06	Jennifer Poteet	Accountant – Procurement
5/15/06	Melissa Lancaster	Correctional Counselor – Ouachita
5/18/06	Carole Foster	Document Examiner I – Ouachita
5/16/06	Terry Henthorne	Industrial Supv. I – Wrightsville
5/17/06	Ronald Schwin	Program Coordinator – Benton
5/22/06	Karen Williams	Document Examiner I – Wrightsville
5/22/06	Brenda Bearden	Asst. Medical Administrator – Medical
5/22/06	Dixie Cason	Classification Officer – Grimes
5/22/06	Shelly Ouattlebaum	Accounting Tech I – Cummins
5/22/06	David Hydrick	Sergeant – Grimes
5/22/06	Kenneth Adams Jr.	Sergeant – Grimes



In-Service Training Protocol

The Training Academy wishes to welcome staff to In-Service Training. The academy strives to promote a professional environment during your learning experience.

Listed below is appropriate attire for In-Service class participation.

Shirt—button up or pull over (please, nothing derogatory, offensive or inappropriate for professional correctional staff, no T-shirts, no sports team shirts).

Shirt and Tie

Slacks—**NO DENIM**, no holes or frayed edges.

Dress/Pantsuit—(please, nothing see through, sleeveless or low cut. Length should be professional and appropriate for professional correctional staff)

Shoes—(no flip flops, sandals, tennis shoes or house slippers).

Uniforms—must meet Department guidelines

Headgear—allowed only outside of building (no derogatory or offensive wording, symbols, etc.).

Sweats/Shorts/Sport Warm-ups—will be considered appropriate only in classes containing physical activities – not during normal In-Service classes.

Smoking is not allowed on Academy property.

Please observe break times and lunch periods.

Cell phones or pagers need to be on vibrate or silent while in the classroom.

Students arriving more than 15 minutes late for the starting time of a class, or more than 15 minutes late from a break/lunch will be dismissed from the class.

JULY TRAINING SCHEDULE

* Regional Training will be held at JCJ/CF for the following units: Pine Bluff, JCJ/CF, Diagnostic, Maximum Security, Tucker, Central Office & Admin. Annex East.

Date	Title	Time	Length	Location
6	Race Relations and Cultural Diversity	8 a.m.	4 hrs.	HR
6	Performance Evaluation	12:30 a.m.	4 hrs.	HR
6-7	Management Effectiveness	8 a.m.	16 hrs.	TA
6-7	The Human Element	8:30 a.m.	16 hrs.	LR (Inter-Agency)
7	Structured Interviewing	8 a.m.	4 hrs.	HR
10-14	Correctional Security for Non-Security	8 a.m.	40 hrs.	TA
11	Grievance Prevention & Handling	9 a.m.	6 hrs.	LR (Inter-Agency)
12	Time Management	9 a.m.	6 hrs.	LR (Inter-Agency)
13	Law Enforcmt. Response to Mentally Ill	8 a.m.	8 hrs.	Camden Police Dept
13	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
14	Interpersonal Communication	9 a.m.	6 hrs.	LR (Inter-Agency)
14	Intro. to Computers/Internet Nav.	8 a.m.	4 hrs.	HR Lab
17-21	Train-the-Trainer	8 a.m.	40 hrs.	TA
17	* Field Training Officer	8 a.m.	8 hrs.	JCJ/CF
18	Administering Discipline	8 a.m.	4 hrs.	TA
19	Performance Evaluation	12:30 p.m.	4 hrs.	TA
18	Basic Microsoft Excel	8 a.m.	4 hrs.	HR Lab
18	Sexual Harassment/ Sexual Misconduct	8 a.m.	5 hrs.	TA
18	Secretarial Skills & Techniques	9 a.m.	6 hrs.	LR (Inter-Agency)
18-19	Forensic Entomology	8:30 a.m.	14 hrs.	LR (CJI)
18-20	Foundations of Supervision	8 a.m.	24 hrs.	Wash. Co. Sheriff Off. (CJI)
19	Field Training Officer	8 a.m.	8 hrs.	TA
19-20	* Management Effectiveness	8 a.m.	16 hrs.	JCJ/CF
21	Courtroom Testimony	9 a.m.	6 hrs.	Wash. Co. Sheriff Off. (CJI)
21	* Grievance Prevention & Handling	8 a.m.	5 hrs.	JCJ/CF
24	Interpersonal Communication	8 a.m.	8 hrs.	TA
24	* Fair Labor Standards Act	8 a.m.	4 hrs.	JCJ/CF
24-26	Narcotics Officer Cert. Program Session II	8:30 a.m.	21 hrs.	Newport, AR (CJI)
25	* Administering Discipline	8 a.m.	4 hrs.	JCJ/CF
25	* Performance Evaluation	12:30 p.m.	4 hrs.	JCJ/CF
25	Grievance Prevention & Handling	8 a.m.	5 hrs.	HR
25	Basic Microsoft Word	8 a.m.	4 hrs.	HR Lab
25-27	7 Habits of Law Enforcement Professionals	8:30 a.m.	21 hrs.	LR (CJI)
26	Time Management	9 a.m.	6 hrs.	LR (Inter-Agency)
26	Violence in the Workplace	9 a.m.	6 hrs.	LR (Inter-Agency)
26	* Sexual Harassment/ Sexual Misconduct	8 a.m.	5 hrs.	JCJ/CF
26-27	Intro. to Management	8 a.m.	16 hrs.	TA
28	Interpersonal Communication	9 a.m.	6 hrs.	LR
28	Warrantless Search and Seizure	9 a.m.	6 hrs.	Fort Smith P.D. (CJI)
28	* Interpersonal Communication	8 a.m.	8 hrs.	JCJ/CF

OPEN ENROLLMENT (Year round)

- **AWIN Radio Training** — As scheduled by your Unit Trainer
- **Advanced Drivers Techniques** — As scheduled by your Unit Trainer
- **Internet-Based e-Learning Classes.**

Classes provided by National Institute of Corrections

Visit www.nicic.org.

You must get approval from your Unit Trainer before taking any e-learning classes

The following **open enrollment, Inter-Agency classes** are offered in Little Rock. They vary in length.

Who Moved My Cheese
Emotional Intelligence
FISH
Defensive Driving

Dealing with Difficult People
Conducting Effective Meetings
Presenting Testimony
Workplace Diversity

Train the Trainer
CPR
Basic First Aid

Management Level training requirements

Management level training classes teach sound management practices and principles, while increasing the efficiency of the organization and improving the services provided. Employees must complete the required level of before assuming the role of supervisor and before applying for a position that supervises one or more free world, full-time employees.

Management Level I

Training for security (Sergeant, excluding Field Sergeants) or non-security (Grades 12-15) shall consist of 54 hours of training. The required classes are:

Administering Discipline, Fair Labor Standards Act, Grievance Prevention and Handling, Management Effectiveness, Performance Evaluation Training, Sexual Harassment/Sexual Misconduct, Interpersonal Communication, CPR (Cardio-Pulmonary Resuscitation)

Note that CPR class is a new requirement that has been added to Management Level I.

Management Level II

Training for security (lieutenant) or non-security (Grades 16-20) shall

consist of 53 hours of training. The required classes for Management Level II, are the required classes for Management Level I, plus the following:

Emergency Preparedness, Race Relations and Cultural Diversity, Structured Interviewing, Introduction to Management, The Human Element (T.H.E.) or T.H.E. Update.

Management Level III

Training for security (captain/major) or non-security (Grade Level 16) shall consist of 40 hours of training. The required classes for Management Level III are the required classes for Management Levels I and II, plus Command Officer or Command Supervisor School.

Management Level IV

Training for positions grade 23 and higher (including unclassified position) shall consist of 40 hours of training. The required classes for Management Level IV, are the required classes for Management Level I, II and III, plus Executive Training.

Welcome to Boot Camp



Left: A new inmate in the Wrightsville Boot Camp Program listens to Drill Instructor Maria Lara, left, and Cpl. Reginald Weaver during a recent intake session into the 105-day program.

The military style camp is for first time, non-violent felony offenders. It's designed to help participants build personal confidence, personal responsibility, self-respect and respect for others. The program is based on a triad of discipline, academic education and substance abuse training.

ADC CALENDAR



July 2006

- 4 Independence Day
- 10-14 United States Deputy Wardens' Association Conference, Hot Springs
- 16-19 Southern States Correctional Association Conference, Charleston, WV



August 2006

- 12-17 American Correctional Association 135th Congress of Correction, Charlotte North Carolina

The school year begins!



September 2006

- 4 Labor Day
- 10 Grandparent's Day
- 23 Autumn begins

ADC Advocate Employee Newsletter

ADC Mission Statement

- *To provide public service by carrying out the mandates of the courts.*
- *To provide a safe humane environment for staff and inmates.*
- *To provide programs to strengthen the work ethic.*
- *To provide opportunities for spiritual, mental and physical growth.*



The *ADC Advocate* newsletter is published monthly by the Public Information Office for employees of the Arkansas Department of Correction. The publication strives to enhance communication and provide information on the development and achievements of this agency.

All employees are encouraged to submit articles, comments, ideas, letters and questions. The deadline for submission is tentatively set for the 15th of each month for inclusion in that month's publication.

Please be aware that all submitted items will be subject to editing. However, every effort will be made to maintain the writer's essential meaning.

In addition, statements contained in the *ADC Advocate* are the personal views of the authors and do not necessarily represent the opinion or policies of the Arkansas Department of Correction.

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www.state.ar.us/doc

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